

# **Rhode Island Hospitality Green Certification Self-Certification Workbook**



## **Green Hotel & Lodging Businesses**

March 2008



# Rhode Island Hospitality Green Certification for the Hospitality & Tourism Industry



**BECOME A RHODE ISLAND  
HOSPITALITY GREEN CERTIFICATION  
PROGRAM PARTICIPATING FACILITY AND  
RECEIVE THESE BENEFITS**



Become a Rhode Island Hospitality Green Certification Program participating facility in the lodging sector and receive these **benefits**:

- Rhode Island Hospitality Green Certification award and decals to display at your property.
- Rhode Island Hospitality Green Certification logo to use for advertising (website, literature, decals, etc).
- A listing on the Rhode Island Hospitality & Tourism Association and Rhode Island Tourism Division, which identify your business as Rhode Island certified as environmentally preferable, and on the DEM website at <http://www.dem.ri.gov/programs/benviron/assist/grncert/index.htm> .
- A listing on a brochure available at the Rhode Island Visitor's Centers.
- Free on-going technical assistance from Rhode Island Department of Environmental Management on how to continue to reduce environmental impact while saving money.



## **Partners in the Rhode Island Hospitality Green Certification Program for the Hospitality & Tourism Industry**

Rhode Island Department of Environmental Management  
Rhode Island Hospitality & Tourism Association  
Providence Warwick Convention & Visitors Bureau  
Newport Convention & Visitors Bureau  
Rhode Island Tourism Division

## How the program works:

1. Complete the Green Hotels & Lodging Self-Certification Workbook by checking off all of the initiatives that your facility is currently undertaking. If you need assistance filling out the workbook, please call DEM's Office of Technical & Customer Assistance at (401) 222-6822. Please see contact information below. Also, please visit the Hospitality Green Certification Program webpage at <http://www.dem.ri.gov/programs/benviron/assist/gncert/index.htm> for more information and resources.

Please understand that it is not necessary to complete all of the items in the workbook to become a certified Lodging Facility; the workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the DEM's Office of Technical & Customer Assistance.**

**Rhode Island Departmental of Environmental Management  
Office of Technical & Customer Assistance  
235 Promenade Street, Suite 330  
Providence, RI 02908-5767**

Telephone: (401) 222-6822

Contacts:            Ronald Gagnon            Ext. 7500  
                         Thomas Armstrong       Ext. 4412

4. Your workbook will be reviewed and receive a final score by DEM's Office of Technical & Customer Assistance.

You do not need to have 100 points to participate in this program. Free technical assistance is available from DEM's Office of Technical & Customer Assistance to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

If your business scores 100 points, your business qualifies for an automatic certification from the state for two years. In two years, you will need to increase the point total to 130 to be eligible for a re-certification.

If your business scores less 100 points, your business is eligible for a provisional certification, which includes all the benefits of a fully certified business provided you agree to accumulate the remainder of the points within an agreed upon time frame.

5. Upon final scoring of the workbook, you will be sent an official letter detailing your point total and possible low cost recommendations. The official notice of certification will allow you to display the Green Hospitality logo on a banner, flag, sticker or your letterhead and marketing materials.
6. The DEM Office of Technical & Customer Assistance will randomly select businesses for verification appointments throughout the year. These visits will be scheduled and not "unannounced".

# Hotel & Lodging Self-Certification Workbook

500+ total available points

Only 100 points necessary for automatic certification

Qualify for provisional certification with less than 100 points

Business name: \_\_\_\_\_

Facility name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Facility Telephone Number (for Certified Facilities List): \_\_\_\_\_

Number of Rooms: \_\_\_\_\_

## SECTION 1: ADMINISTRATIVE OFFICES

✓ Adopt and display an environmental policy.

☐ 15 Points

- Attach a copy of the written environmental policy.
- Describe where it is displayed to employees and customers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ Property shall use printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.

☐ 3 Points

- Attach description from packaging and brand

✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional.

☐ 3 Points

✓ Ink jet cartridges, computer disks are recycled.

☐ 2 Points

- Method: \_\_\_\_\_

✓ Laser toner cartridges are recycled

**NOTE:** Businesses are required by RIDEM regulation to recycle this commodity

☐ 1 Point

Section 1: Administrative Offices Category point total: \_\_\_\_\_

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## SECTION 2: KITCHEN AND HOUSEKEEPING DEPARTMENTS

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### Food

✓ **Purchase food grown on local farms, as much as possible.**

- *Check the estimated percentage of local food that is purchased or percentage of food budget.*
- 

**Note: Organic certification refers to meeting the standards in place in the USDA National Organic Program**

✓ **Percentage of your fruits, vegetables and beans:**

**come from Rhode Island farms?**

**10%-25%**

☐ **2 Point**

**25%-75%**

☐ **4 Points**

**75%- 100%**

☐ **10 Points**

**carry organic certification?**

**10%-25%**

☐ **1 Point**

**25%-75%**

☐ **3 Points**

**75%- 100%**

☐ **5 Points**

✓ **What percentage of your milk, cheese, or other dairy products:**

**come from Rhode Island farms?**

**10%-25%**

☐ **2 Point**

**25%-75%**

☐ **4 Points**

**75%- 100%**

☐ **10 Points**

✓ **What percentage of your eggs, chicken, beef, pork and other meats:**

**come from Rhode Island farms?**

**10%-25%**

☐ **2 Point**

**25%-75%**

☐ **4 Points**

**75%- 100%**

☐ **10 Points**

✓ **What percentage of your seafood:**

**aligns with sustainable seafood recommendations from the Monterey Bay Aquarium (Seafood Watch), Chef's Collaborative, or Audubon Society sustainable seafood programs?**

**10%-25%**

☐ **1 Point**

**25%-75%**

☐ **3 Points**

**75%- 100%**

☐ **10 Points**

✓ What % of salmon is wild (vs. farm raised)?

10%-25%

25%-75%

75%- 100%

☐ 1 Point

☐ 3 Points

☐ 10 Points

✓ Seafood from Rhode Island waters is prioritized

☐ 3 Points

Food Sub-Category point total: \_\_\_\_\_

## OTHER INITIATIVES

✓ Use cleaners and detergents that are biodegradable, do not contain NTA (nitrilotriacetic acid), and do not contain chlorine bleach or phosphates. (up to 10 points depending on use through out property).

### Facts and Resources

- Institutional users now report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts
- Social and environmental benefits can be gained by switching to green cleaners; for example, using products certified by Green Seal <http://www.greenseal.org/>
- The States of Massachusetts, Minnesota, and Vermont report that green cleaners are cost competitive
- Using green cleaning chemicals can actually produce additional savings when other benefits are taken into account. Switching to green cleaners, for example, can help reduce the more than \$75 million a year U.S. institutions spend to address the chemical-related injuries of custodial workers
- Use a Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance, and contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals
- They can be obtained through various web sites including MSDS Search <http://www.msdssearch.com> or Vermont Safety Information Resources MSDS Index at <http://hazard.com/msds/>

*Describe which product brands are used and for which purpose.*

glass cleaner: \_\_\_\_\_

☐ 2 Points

floor cleaner: \_\_\_\_\_

☐ 2 Points

bathroom cleaner: \_\_\_\_\_

☐ 2 Points

counter top cleaner: \_\_\_\_\_

☐ 2 Points

laundry soap: \_\_\_\_\_

☐ 2 Points

other: \_\_\_\_\_

☐ Points  
Negotiable

**OR.....**

- ✓ Use of “Green Seal certified” cleaning materials throughout property.

<http://www.greenseal.org/certproducts.htm#cleaners>

☐ 15 Points

- ✓ Use laundry detergents that are biodegradable, do not contain:

- Phosphates
- nonylphenol ethoxylate (NPE) or nonionic surfactants

laundry detergent: \_\_\_\_\_

☐ 5 Points

- ✓ Purchase supplies in bulk and avoid single-use type products. In particular, efforts should be made to use highly concentrated cleaning products dispensed through portion control equipment, and to substitute reusable pump sprays for aerosol cans.

☐ 3 Points

- ✓ Ozone washing machines (which use no hot water).

☐ 10 Points

**Other Initiatives Sub-Category point total: \_\_\_\_\_**

**Section 2: Kitchen & Housekeeping Departments Category point total: \_\_\_\_\_**



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## SECTION 3: WASTE MANAGEMENT

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**Note:** To get points in the recycling category, it is mandatory to use RIDEM's on-line reporting tool, the Rhode Island Annual Recycling Report:

<http://www.ri.gov/DEM/recycling> (Note: Need ID Number & PIN to login -

Click "Need login information?" on the report's front page, for assistance to obtain)

Pounds of waste generated in 200\_\_ \_\_\_\_\_

Pounds of waste generated in 2006 \_\_\_\_\_

☐ 10 Points

Pounds of recycled material generated in 200\_\_ \_\_\_\_\_

Pounds of recycled material generated in 2006 \_\_\_\_\_

☐ 10 Points

**NOTE: Recycling is mandatory, in accordance with DEM Rules & Regulations for Reduction & Recycling of Commercial & Non-Municipal Residential Solid Waste (Commercial Recycling Regulations)**

- ✓ Distribute recycling bins throughout the hotel and the dormitories for use by the employees and guests, in order to recycle office paper, newspapers, cardboard, beverage cans, food cans, glass, and plastics.

Common areas only

☐ 2 Points

Common areas and guest rooms

☐ 5 Points

Common areas, guest room, and kitchen/restaurant

☐ 10 Points

- ✓ **Corrugated cardboard is recycled**

☐ 1 Point

Business are required by RIDEM regulation to recycle this commodity

- Describe recycling procedures. Who performs it, how often, waste types segregated

Paper: \_\_\_\_\_

Cardboard: \_\_\_\_\_

Glass containers: \_\_\_\_\_

Metal containers: \_\_\_\_\_

Plastic containers: \_\_\_\_\_

- List recycling services providers used, and what commodities they are handling

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Universal Waste (Required by Regulation)

- ✓ Store old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) in a central accumulation area. Send YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the State of Rhode Island. Points will be awarded with proof of proper disposal of this type of waste.

Documentation \_\_\_\_\_

☐ 2 Points

This activity is only awarded 2 points because conformance to this is required, as it is a legal obligation for all businesses in Rhode Island to dispose of Universal Wastes properly

**If you need further assistance complying with this law, please contact the DEM Office of Technical & Customer Assistance to assist you.**

### WASTE MANAGEMENT FOR KITCHEN/FOOD SERVICE AREAS

- ✓ Donate leftover edible food and food products to food pantries or food banks ☐ 10 Points
- ✓ Compost leftover food and food products on-site ☐ 5 Points
- ✓ Send leftover food and food products to a food waste recycling/composting Facility ☐ 5 Points
- ✓ Eliminate the use of Styrofoam food containers in food service including "to-go" orders and reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic. ☐ 5 Points
- ✓ Send waste vegetable (cooking) oil for reuse to a facility approved by the DEM Office of Waste Management under a Solid Waste Beneficial Use Determination, for the production of biodiesel fuel. ☐ 5 Points

**Section 3: Waste Management Category point total: \_\_\_\_\_**

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## SECTION 4: LANDSCAPING AND MAINTENANCE DEPARTMENTS

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- ✓ **Eliminate chemicals in the gardens, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems. Use native plantings to reduce water and chemical fertilizers and herbicides.**

☐ 5 Points

- *Describe which brands and products are currently being used.*
- 
- 

- ✓ **Use vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc), with an emphasis on native plants, and plants that don't require a lot of watering**

☐ 2 Points

- *Describe buffer zone, and how it is maintained*
- 
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- ✓ **Chlorine alternative used in pool and/or jacuzzi: ozonation, ionization or saltwater chlorinator.**

☐ 5 Points

- *Describe which water treatment system is currently being used.*
- 
- 

- ✓ **Avoid landfilling of any leaf or yard wastes.**

☐ 5 Points

This activity is only awarded 2 points because conformance to this is expected, as it is a legal **requirement** for all businesses in Rhode Island to recycle leaf and yard wastes

- *Describe treatment of leaf and yard wastes, including raked leaves, grass clippings, and tree limbs. This may include leaving grass clippings on the lawn, composting on-site, use of an off-site composting facility, and chipping tree limbs.*
- 
- 

- ✓ **Do you mulch grass clippings rather than bagging them?**  
(grass clippings contain 4% nitrogen and act like a time release fertilizer when they are returned regularly to the soil)

☐ 2 Points

- ✓ **Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (100% of all paint purchases = 10 points)**

**The VOC content shall not exceed:**

**Interior Flat paint: 50 grams per liter (g/L)**

☐ **5 points**

**Exterior Flat paint: 100 grams per liter (g/L)**

☐ **5 points**

- *Describe brand of paint and VOC content and percent purchased:*
- 

- ✓ **Minimize stockpiling and storage of excess paint and paint products, by periodically reviewing excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing of this material that is outdated, not reusable, or not needed.**

☐ **5 points**

**Section 4: Landscaping & Maintenance Departments Category point total:**

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## SECTION 5: GUEST AND STAFF ROOMS

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- ✓ Offer guests the option to not have sheets and towels changed every day, in an effort to reduce energy use and detergent waste. ☐ 5 Points

- Describe procedure:

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- ✓ Use refillable amenity dispensers rather than individual containers for shampoo, conditioner, soap, lotion in guest rooms. ☐ 10 Points

- ✓ Use biodegradable liquid soap, shampoo and hair conditioner as guest room bath amenities. Use no products tested on animals. ☐ 3 Points

- Name and brand of product -

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Section 5: Guest & Staff Rooms Category point total: \_\_\_\_\_

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## SECTION 6: WATER CONSERVATION

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Gallons of water used in 200\_\_\_\_\_

Gallons of water used in 2006\_\_\_\_\_ ☐ 10 Points

(NOTE: 1 cubic foot = 7.48 gallons)

- ✓ Use the following water conserving fixtures or retrofits:

2.2 gpm faucets and aerators;  
1.6 gpf toilets;  
2.5 gpm showerheads.

Any existing showerheads, faucets, and aerators that exceed these flow rates shall be on a schedule for replacement within two years. Toilets shall be replaced in conjunction with major room renovations. (Higher flow toilets may be exempt from the flow rate requirement if the plumbing infrastructure will not adequately function with lower flow rates).

100% of property	approx # of rooms:_____	<input type="checkbox"/> 10 Points
50% of property	approx # of rooms:_____	<input type="checkbox"/> 3 Points
25% of the property	approx # of rooms:_____	<input type="checkbox"/> 1 Point

- ✓ Automatic shut off sinks installed in common area rest rooms. ☐ 2 Points

Section 6: Water Conservation Category point total: \_\_\_\_\_

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## SECTION 7: Energy

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**IMPORTANT:** Free energy audits are available to businesses through National Grid. The audit will include a report of recommended energy efficiency improvements, as well as information about available incentives. For more information, call National Grid at 1-800-332-3333, or visit <http://www.nationalgridus.com/narragansett/business/energyeff/energyeff.asp>.

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- |   |       |                                    |
|---|-------|------------------------------------|
| Kilowatt hours of electricity used in 200__ | _____ |                                    |
| Kilowatt hours of electricity used in 2006  | _____ | <input type="checkbox"/> 10 Points |
| Cubic feet of natural gas used in 200__     | _____ |                                    |
| Cubic feet of natural gas used in 2006      | _____ | <input type="checkbox"/> 10 Points |
- ✓ Indoor lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent) OR on a schedule for replacement with energy-efficient lighting. The first lights replaced shall include lights typically on for 24 hours (e.g., hallways, exit signs, lobby lights, etc.), followed by lights typically on for 8+ hours (e.g., restrooms, staff offices, meeting rooms, etc.). All indoor lights not currently energy-efficient shall be part of a 5-year replacement schedule. Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available (free energy audits and incentives are available from National Grid).
- |  |                           |                                    |
|--|---------------------------|------------------------------------|
| 90% to 100% of the property<br>approx # of CFL's _____ | Avg. CFL's per room _____ | <input type="checkbox"/> 15 Points |
| 50% to 90% of the property<br>approx # of CFL's _____  | Avg. CFL's per room _____ | <input type="checkbox"/> 3 Points  |
| 25% to 50% of the property<br>approx # of CFL's _____  | Avg. CFL's per room _____ | <input type="checkbox"/> 1 Point   |
- ✓ LED or electroluminescent exit signs through out 100% of property.  
approx # \_\_\_\_\_ ☐ 5 Points
- ✓ Programmable on/off timers and/or sensors shall be used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the house, corridors, meeting rooms, storage rooms, equipment rooms, parking lots)
- |  |                                   |
|--|-----------------------------------|
| 100 % of all interior common areas, guest rooms and exterior | <input type="checkbox"/> 5 Points |
| Timers for all exterior lights but no interior               | <input type="checkbox"/> 2 Points |
| Some interior common areas and some exterior                 | <input type="checkbox"/> 2 Points |

- ✓ Install high efficiency “energy star” appliances.
- 100% of property ☐ 5 Points
- 50 - 90% of property ☐ 2 Points
- Describe types of products used, and where
- 
- ✓ Low E or thermapane windows.
- 75 - 100% of property ☐ 10 Points
- 50 - 75% of property ☐ 5 Points
- ✓ Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. ☐ 10 Points
- ✓ Natural light substituting for electrical light, or use of the daytime dimming sensor. ☐ 5 Points
- ✓ Hybrid vehicle for business. ☐ 10 Points
- ✓ Comply with the Rhode Island Diesel Engine Anti-Idling Program requirements (RIDEM Air Pollution Control Regulation No. 45), especially hotel motor coaches picking up or dropping off passengers at T. F. Green Airport. The regulation prohibits the unnecessary idling of a diesel motor vehicle for more than five minutes. ☐ 5 Points
- ✓ Solar hot water system. ☐ 50 Points
- ✓ Use solar panels or wind turbines to generate electricity. ☐ 20-75 Points
- ✓ Purchase clean electricity, get information for providers through National Grid’s “GreenUp Providers” page at [https://www.nationalgridus.com/narragansett/business/energychoice/4\\_greenup\\_provider.asp](https://www.nationalgridus.com/narragansett/business/energychoice/4_greenup_provider.asp)
- Entire business ☐ 75 Points
- Partial facility ☐ 25-50 Points
- ✓ Purchase carbon off sets (renewable energy credit, green tags, etc.) ☐ Points negotiable
- Learn more by visiting Tufts Climate Initiative, Voluntary Carbon Offset Information Portal, at <http://www.tufts.edu/tie/tci/carbonoffsets/index.htm>
- quantity \_\_\_\_\_

**Section 7: Energy Category point total:** \_\_\_\_\_

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## SECTION 8: ENVIRONMENTAL EDUCATION

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- ✓ **Maintain environmental information (display, brochures) for guests and staff with current information on what your business is doing to reduce environmental impact. Can include tips, and solicit suggestions from customers.**

In common areas only

☐ 7 Points

In common areas and guestrooms

☐ 10 Points

- *Describe display:*

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**Section 8: Environmental Education Category point total:** \_\_\_\_\_



## SECTION 9: OTHER INITIATIVES

(points negotiable during verification appointment)

- |  |                   |   |
|--|-------------------|---|
| ✓ <b>Create an environmental team/ task force and meet at least quarterly.</b><br><i>Attach meeting dates and attendees for past 3 meetings.</i> |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>New furnace.</b>  | Year:             | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Segregated heat zones.</b>  | Numbers of zones: | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Fans with humidity sensors in bathrooms.</b>  |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Grow herbs and flowers for use in kitchen and hotel.</b>  |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Emphasize local, Rhode Island-made, and environmental education products in gift shop.</b>  |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Provide products made from natural ingredients with no animal testing, in gift shop.</b>  |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Other environmental certifications and awards.</b><br>(such as the Green Seal Environmental Standard for Lodging Properties)                |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| ✓ <b>Other activities to reduce environmental impact.</b>  |                   | <input type="checkbox"/> <b>Points negotiable</b> |
| _____  |                   |   |
| _____  |                   |   |
| _____  |                   |   |

**Section 9: Other Initiatives Category point total:** \_\_\_\_\_

**Add up ALL points, and enter the total .....**

**Total Points**

- 100 points qualifies for an **automatic certification**.
- If you scored your business at less than 100 points, but are confident that you can obtain the remainder, or if you want free technical assistance and low cost recommendations to help you obtain the remainder, apply for the **provisional certification**, which allows your business to receive the same benefits as the automatic certification while you plan and work towards the accumulation of 100 points.

***Thank you for your participation!***

